USA Embassy Panama, CLO---Social Media Coordinator



| Project Title | USA Embassy Panama, CLOSocial Media Coordinator |
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| Project Summary | The social media coordinator intern will help implement and maintain online messaging through social media. By using various forms of new media, such as blogging, social networking sites, chat rooms, and search platforms. They help represent the Embassy's Community Liaison Office online. |
| Country | Panama |

Project Description

The US Embassy of Panama-VSFS intern will be asked to draft four monthly informational articles, 200 words each to be included in our weekly newsletter called the Huaca Talk. The articles will be moral boosting and have a positive tone. The intern will also maintain and update the Embassy CLO Facebook page with moral boosting notes on a weekly basis. Finally, the intern will create four monthly flyers for upcoming office events encouraging community participation to include flyers for holiday parties, happy hours and vendor fair sales.

Required Skills or Interests

| Skill(s) |
|--------------------------|
| Editing and proofreading |
| Infographic design |
| Research |
| Social media management |
| Writing |

Additional Information

None

Language Requirements

Language Speaking Proficiency Reading Proficiency Importance

Spanish Limited working proficiency Limited working proficiency Nice to Have